

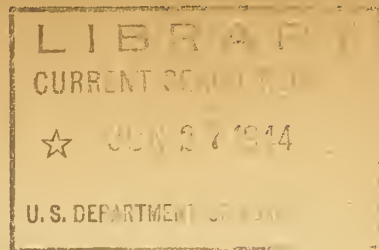
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March 23, 1944

FINANCE LETTER NO. 4  
(Procedural Classification 551)  
552)

To: Washington Finance Division and  
Chiefs, Regional Fiscal Divisions  
Chief, Fiscal Division, San Juan, P. R.  
Fiscal Representative, Honolulu, T. H.

Subject: Monthly Inventory of Unpaid GCP Program Vouchers  
for Period Prior to March 1, 1944

It is requested that you disregard the last paragraph of our memorandum of February 29, 1944 requesting that you furnish the Program Accounting Section in New York information pertaining to vouchers covering the period prior to March 1, 1944.

Instead, you will please submit to the Program Accounting Section each month an inventory of unpaid GCP Program vouchers pertaining to operations prior to March 1, 1944. The inventory should be taken as of the last day of each month and should be submitted not later than the tenth day of the following month. This inventory will pertain to GCP Program vouchers exclusively and should reflect the number of vouchers on hand and the total amount involved, classified without regard to program code number as follows:

1. Commodity Costs
2. Transportation
3. All Other Expenses

The inventory shall not include any vouchers for deliveries made or services furnished on or after March 1, 1944. It will not be necessary to list each individual voucher by Bureau voucher number and amount, but the records from which this information is obtained should be so arranged that you will be able to furnish a detailed listing if it is so required at a later date.

Please acknowledge receipt of this memorandum by advising whether or not you clearly understand its contents.

B-317

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FINANCE PROCEDURE NOTICE

Date: 3-23-44

MANUAL CHANGES

Insert Finance Letter No. 4

551  
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MONTHLY INVENTORY OF UNPAID GCP PROGRAM VOUCHERS FOR  
PERIOD PRIOR TO MARCH 1, 1944. Provides for submission  
of subject report to Program Accounting Section not  
later than tenth day of following month. Supersedes last  
paragraph of memorandum dated February 29, 1944. File  
Finance Letter under Procedural Classification 551, and  
cross reference under Procedural Classification 552.



Chief Fiscal Officer